



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
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GRAFTON, MA

2021 DEC -6 PM 3: 25

MINUTES
GRAFTON CABLE TELEVISION OVERSIGHT COMMITTEE
and
JOINT MEETING DISABILITY COMMISSION
Oct. 20th, 2021

A meeting of the Grafton Cable Television Oversight Committee was held on Oct. 20., 2021 via ZOOM.

Members participating are listed below:

Attendees: by roll call – Jim Gallagher, Bob Hassinger, Bob Berger, Jack Kelley, Lisa Kelley, Corson Wyman. Attending for Disability Commission. By roll call, Roger Trahan, Daryl Rynning, Bob Berger, Kristi Proctor, Laura Deneen, Bob Polsinelli, Catherine Dore.

The meeting was called to order at 7:00 PM. The following represents the results of the meeting:

Public Input – None.

Discussion Closed Captioning -

Roger Trahan kicked off the discussion between the two committees. The need was recognized as the day for Town Meeting approached. Roger touched on topics such as Zoom, GCTV's possible involvement, difficulty with accented English, muffled voices, etc. The needs of the community were also addressed. Kristi Proctor took over the discussion and detailed the Disability Commission desire to support GCTV in the pursuit of active Closed Captioning. Kristi detailed her experiences using Zoom and YouTube at Quinsigamond Community College. Laura Deneen mentioned the large number of hearing impaired citizens in Grafton. Jim Gallagher invited the members of the Disability Commission to tour the studio. Jim turned the floor over to Bob DeToma. Bob ceded the floor to Bob Berger. Bob Berger talked about his awareness of the need for Closed Captioning many years ago. He reviewed the difficulty of mixing Live broadcasts with Hybrid broadcasts. Bob DeToma was invited to speak, and he covered the steps taken during research to gain information of the topic. Bob detailed how video is captured and how it is distributed to the public. He covered the use of the CC logo for prerecorded meetings on YouTube. Vendors that GCTV has relationships with all offer CC services, however the costs are staggering for annual renewal contracts. Keeping in mind that there are three channels controlled by GCTV. Current LIVE captioning for translation to other languages start at \$250 per hour. Kristi commented that those costs are not surprising. Roger asked about the relationship between GCTV and the Town of Grafton. Jim Gallagher mentioned that the GCTV budget is not part of the overall Town budget. Jack Kelley mentioned that GCTV is not the Zoom host. GCTV has no control over committees recording of meetings. Roger asked if the Zoom account for the meeting displayed any CC options. Roger Trahan asked if Sony Padow could join the meeting and give input in the use of CC for Zoom meetings. Amy Marr was allowed to speak on the use of CC during Zoom meetings. Amy mentioned the fact that committees may not be using Town Zoom accounts, which can make the process even more difficult. Bob Hassinger covered the Cable Act and the fact that CC has not been mandated by the FCC. Bob covered the limits set on us by our contracts with Cable providers Charter and Verizon. Laura Deneen expressed concern over the possibility that the Town could be exposed to litigation for failing to use CC. Roger Trahan asked if the Town should get involved in procuring equipment that would allow GCTV to implement CC. Bob Hassinger was confident that an agreement could be reached easily. Bob DeToma reviewed the discussion that took place. He mentioned the CC option that is currently available on our YouTube account. Bob highlighted the difficulty of trying to get existing systems to "talk" with outside systems aka "CC". Bob also mentioned that the Town's Cable attorney should be consulted on this topic.

Daryl Rynning moved to adjourn Disability Commission, Bob Berger 2nd. Unanimous by roll call vote. 8:12PM

Meeting Minutes 9-20-21

Jack Kelley moved to accept minutes as written, Bob Berger 2nd. Unanimous by roll call vote

Agenda Preparation -

Jim detailed the steps he takes when preparing an agenda. He welcomed input from the members who might have suggestions on improvements. Jim took responsibility for agenda confusion as a result of being on vacation in Florida.

Next Meeting -

Monday 11-15-21 7PM via Zoom.

Treasurers Report -

Bob Berger explained the step by step review of the Treasurers Report and its format. Bob reviewed the current budget, and the current balance. Bob informed the members that he will use this format every month moving forward.

Conference Room F -

Bob Berger mentioned that the new budget will detail possible expenditures for this project.

Bob Hassinger wants to know what current equipment will possibly be replaced in any future budget.

Quote WB Mason Studio Furniture -

Bob DeToma presented the quote \$2758.46 for new furniture to be used exclusively in studio as set pieces. Jack Kelley moved to accept the quote, Lisa Kelley 2nd. Voted unanimous by roll call vote.

Studio Activity -

Jack Kelley spoke on the efforts that have taken place in studio, and behind the scenes. High School volunteer Cadence Tucker edited the video that she produced for the Small Stones Art Festival. Jack also spoke to the video shoot produced for the Town Meeting hosted by Amy Marr and Town Moderator Dawn C. Anderson.

Adjourn -

Jack Kelley moved to adjourn, Lisa Kelley 2nd. Voted unanimously by roll call.